



## State of New Jersey

DEPARTMENT OF EDUCATION  
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JAMES E. MCGREEVEY  
*Governor*

WILLIAM L. LIBRERA  
*Commissioner*

March 25, 2004

**TO:** County Superintendents

**FROM:** Richard C. Ten Eyck, Assistant Commissioner  
Division of Educational Programs and Assessment

**SUBJECT: FY 2004 Title IIA Highly Qualified Teacher Survey**

The deadline extension for completing the web-enabled FY 2004 Title IIA Highly Qualified Teacher (HQT) Survey was March 12, 2003. As of Tuesday morning, March 16, 2004: **496** districts and charter schools had completed the survey and finalized the data; **181** districts and charter schools had logged into the survey system and entered data, but had not finalized the data; and **41** districts and charter schools were without Title IIA accounts and had not entered any data.

Attached, please find two lists. The first list contains districts and charter schools by county that had not, as of Tuesday morning March 16, established a Title IIA account. Please inform these districts and charter schools that they must establish a Title IIA account, log onto the system, enter the data for each of their schools, and finalize the data. The second list contains districts that have not clicked the “Finalize” button from the Main Menu after completing the survey. Clicking the “Finalize” button from the Main Menu, indicates that the survey is complete and is ready to be merged with the other data in the HQT survey system. Please inform these districts to log into the survey again, complete the survey (if they have not already done so), and finalize by clicking the “Finalize” button from the Main Menu.

**All data must be finalized by Monday, April 12, 2004.**

Directions for logging into the survey system and completing the survey can be found by clicking on “Title IIA” from the following website: <http://homeroom.state.nj.us>.

Please contact Iris Nagler at (609) 984-6031 or [iris.nagler@doe.state.nj.us](mailto:iris.nagler@doe.state.nj.us) if you have any questions. I appreciate your cooperation in ensuring the timely submission of these reports.

RCT/JD/IN/s/inagler/TIIA/CountySuptMemo-2004TIIAOnLineSurvey.doc

Attachments

c: Commissioner William L. Librera

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